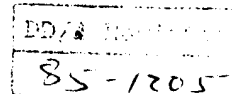


ADMINISTRATIVE - INTERNAL USE ONLY



22 MAR 1985

MEMORANDUM FOR: Position Management & Compensation Division

VIA: Deputy Director for Administration
Director of Communications

FROM: Henry P. Mahoney
Director of Logistics

SUBJECT: Transfer of Ceiling Allocation from the Office
of Logistics to the Office of Communications

1. It is requested that action be taken to transfer one ceiling allocation from the Office of Logistics (OL) to the Office of Communications (OC). In order to accomplish this transfer position AT053 on OL's Staffing Complement (Procurement Division/Production and Service Contracts Branch, Contract Officer GS-13 L 1) should be deleted.

2. With the transfer of this ceiling allocation, it is understood that it will be utilized by an OL careerist assigned to the new OC contract team. Should a decision be made at any future date not to use the allocation for this purpose, it will revert back to OL rolls.

STAT

Henry P. Mahoney

CONCUR:

/s/
Director of Communications

27 Mar 85
Date

/s/ John H. McDonald
Deputy Director for Administration

5 APR 1985

Date

OL 3049-85

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